

Setting Account Preferences

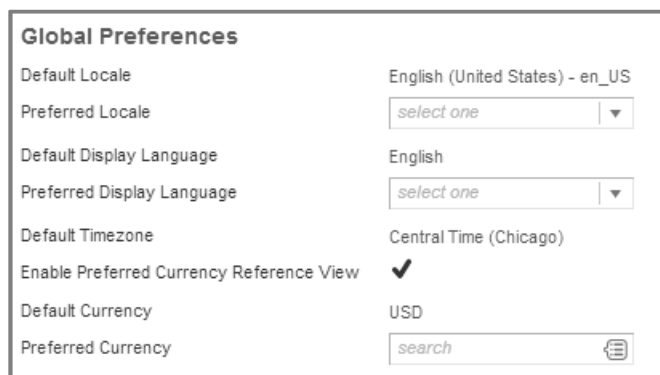


Setting Up Account Preferences

Depending on how your organization configures FermiWork, you can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.

From the Home page:

1. Click your name in the top-right corner.
2. Click **Change Preferences**.
3. Change any of the items listed on the Change Preferences page as allowed by your organization.



The 'Global Preferences' dialog box contains the following settings:

Setting	Value
Default Locale	English (United States) - en_US
Preferred Locale	<input type="text" value="select one"/>
Default Display Language	English
Preferred Display Language	<input type="text" value="select one"/>
Default Timezone	Central Time (Chicago)
Enable Preferred Currency Reference View	<input checked="" type="checkbox"/>
Default Currency	USD
Preferred Currency	<input type="text" value="search"/>

4. Click **OK**.

Changing Your Password

From the Home page:

1. Click your name in the top-right corner of the page.
2. Click **Change Password**.

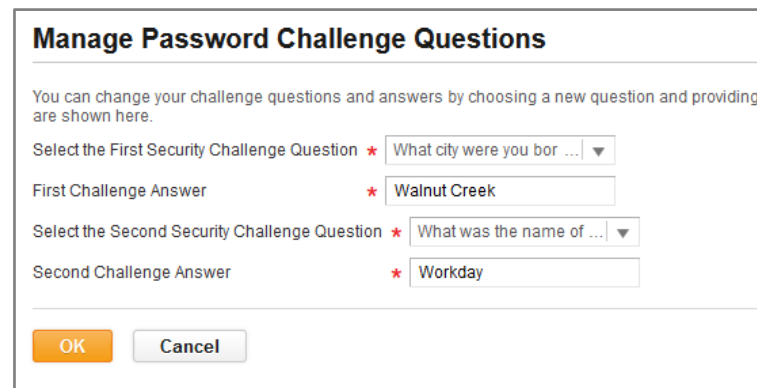
3. Enter your current password.
4. Enter your new password twice, as instructed.
5. Click **OK**. The first time you log in to FermiWork, you are prompted to set your security questions.

Manually Changing Your Password Challenge Questions

If you forget your password, you will have to answer challenge questions to reset your password. You can modify these questions at any time.

From the Home page:

1. Click your name in the top-right corner.
2. Click **Manage Password Challenge Questions**.
3. Select the First Security Challenge Question from the list of available challenge questions.
4. Enter your answer.
5. Repeat this for all required fields.



The 'Manage Password Challenge Questions' dialog box contains the following information:

You can change your challenge questions and answers by choosing a new question and providing answers. The questions and answers are shown here.

Field	Value
Select the First Security Challenge Question *	<input type="text" value="What city were you born in ..."/>
First Challenge Answer *	<input type="text" value="Walnut Creek"/>
Select the Second Security Challenge Question *	<input type="text" value="What was the name of ..."/>
Second Challenge Answer *	<input type="text" value="Workday"/>

Buttons: **OK** (orange), **Cancel** (grey)

6. Click **OK**.

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